

## **SECTION 3.0:   COMPENSATION**

### **A.     Compensation Structure**

1. The County Administrator or designee shall establish a minimum and maximum rate of pay for each classification within the organization.
2. The Human Resources Department shall establish the appropriate pay range for any new classification specification.
3. The County Administrator or designee shall periodically assess the compensation system to ensure that it is externally competitive based upon the local labor market for comparable jobs.

### **B. Compensation Practices**

#### **1. New Hire Rates:**

- Job offers are intended to attract a highly qualified workforce.
- New Employees shall have a base rate of pay no less than the minimum of the pay range for the assigned classification.
- Job offers shall take into consideration the applicant's prior experience, education, other qualifications directly related to the position, and internal equity.
- Hiring Managers and Human Resources staff work collaboratively to determine the appropriate new hire job offer amount. Human Resources staff shall extend Job offers.
- Flexibility exists to hire at a rate of pay within the pay range based on the applicant's experience, education, and qualifications. However, rates that take the employee beyond 50% range penetration must be approved by the County Administrator.

#### **2. Promotional Rates:**

- Promotions may occur through a competitive process or through a reclassification of the current position moving the position to a higher pay grade.
- An employee promoted to a position in a higher pay grade shall receive a base rate of pay no less than the minimum of the pay range assigned to the classification.
- Promotional job offers shall take into consideration the employee's prior experience, education, other qualifications directly related to the position, as well as internal equity.
- Hiring Managers and Human Resources staff work collaboratively to determine the appropriate promotional job offer amount. Human Resources staff shall extend offers.

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- Flexibility exists to promote to a rate of pay within the pay range based on the applicant's experience, education, and qualifications. However, rates that take the employee beyond 50% range penetration must be approved by the County Administrator.

### **3. Pay for Performance /Merit Based Pay**

- Compensation increases shall be awarded on the basis of merit as ultimately determined by Department Heads and the individual performance and contributions of their employees.
- An amount approved annually by the Board for compensation increases will be allocated for permanent compensation increases, typically awarded in January.
  - Permanent compensation increases will be based on improved job proficiency.
  - One-Time supplemental awards may also be awarded on the basis of merit, should an amount be approved by the Board. The supplementary awards (one-time pay adjustments) will acknowledge specific accomplishments during the rating period, but will not become a part of base salary.
  - Permanent compensation increases shall not place employees beyond the established maximum salary for their respective pay ranges. However, employees whose rate of pay has reached or exceeded the maximum pay range shall remain eligible for one-time supplementary pay awards.
  - Permanent increases and supplemental increases are subject to OPERS contributions as earnable salary, as both types of payments are based on the employee's basic rate of pay.

### **4. Transfers Rates:**

- For purposes of this policy, a transfer is defined as an employee moving from one position to another position within the County that is considered a lateral move. Transfers may occur through a competitive process, through reclassification of a current position, or through a change in position of the same classification. In each case the pay range of the employee is not changed as a result of the transfer.
- Transferring to another position is an opportunity for an employee to expand their depth of knowledge and increase employee career development opportunities. Individuals accepting transfers for career development purposes *may* be eligible for an increase up to 5% with appropriate justification by the hiring department head, a documented recommendation from the Human Resources Director, and approval of the County Administrator.

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- Not all transfers are eligible for an increase.

**5.Demotion Rates:**

- For purposes of this policy, a demotion is defined as an employee moving from one position to another position within the County that is assigned a lower pay range. Demotions may occur through competitive process (voluntary), as a result of disciplinary action (involuntary), or as the result of a reclassification to lower pay grade. In each case, the pay range of the new position is lower.
- If an employee's rate of pay exceeds the maximum of the new pay range, the rate of pay may be reduced to the maximum of the new pay range, or "frozen" at the current rate.

- B. The Human Resources Department shall establish, maintain and communicate standard operating procedures (SOPs) for effectively administering this policy in accordance with applicable laws and regulations and in cooperation with affected departments and agencies.

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